

TO: All Regular, Full-Time Field Sales Employees

SUBJECT: RJRT Field Sales Employee Handbook Revisions

To ensure that there is an accurate and complete understanding of the policies and procedures that directly impact your job requirements and the conditions of your employment, we have made revisions to the RJRT Field Sales Employee Handbook.

These revisions supersede any and all previous versions, regardless of how they have been communicated. Accordingly, all previous versions of the enclosed updated pages should be destroyed immediately. You will need to replace all pages contained in the "Contents, General Info, and Employment Practices" Tabs with the enclosed updated pages.

Due to the significant revisions included in these pages, it is not practical to attempt to point out each individual change. However, listed below are the particular sections in which a revision has been made:

◆ **General Info Tab:**

- Field Sales Operating Fund - Page 3
- Security - Pages 5 & 6
- Referral Bonus Plan - Pages 9 & 10

◆ **Employment Practices Tab**

- Corrective Actions - Pages 2 & 3
- Communications Channels - Page 4
- Employee Assistance Program - Page 8

After you have thoroughly read and understand the contents of these revisions, please sign the attached receipt and return it to your Region Operations Unit no later than September 2, 1994. This signed receipt will then be placed in your personnel file. If you should have any questions regarding any of the contents, please discuss them with your immediate manager prior to signing and returning your receipt.

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I, _____, hereby acknowledge that I have received, read and understand the revisions to the **RJRT Field Sales Employee Handbook**, dated 7/94, relative to the Field Sales Operating Fund, Security, Referral Bonus, Corrective Action Policy, Communications Channels, and the Employee Assistance Program. I further agree to abide by all policies, procedures, standards, etc. set forth therein.

NAME

DATE

SOCIAL SECURITY NUMBER

51861 4789